

23 AUG 1978

MEMORANDUM FOR: Acting Director of Personnel

FROM : John H. Stein
Acting Deputy Director for Operations

SUBJECT : Uniform Promotion System

REFERENCES : A. Memo for DDCI from D/Pers, dated
8 July 78, Same Subject

B. Memo for Dep. Dirs. and Chmn., Exec.
Career Svc. Bd. from D/Pers, dated
31 July 78, Same Subject

1. Reference A contained recommendations of the Director of Personnel relative to the basic implementation provisions of the Uniform Promotion System. These recommendations were approved by the Deputy Director of Central Intelligence on 12 July 1978. Reference B advised the Deputy Directors and Chairman, Executive Career Service Board of that approval, provided additional information on the semi-annual promotion provisions of the system, and requested that the Office of Personnel be advised of the options, annual or semi-annual promotions, elected by the various Career Services or Career Service Sub-Groups.

2. We have completed a revision of the DDO Personnel Evaluation Board Schedule which will, for FY-1980 and later years, enable us to abide by the basic annual promotion schedule indicated in the attachment to Reference B, except for promotions GS-06 to GS-07. For promotion of GS-06 personnel, we wish to elect the semi-annual option with promotions in December and June of each fiscal year commencing on 3 December 1978.

3. For FY-1979 only, we wish to elect the semi-annual option for promotions GS-14 to GS-15 with promotions the first pay periods in March and September 1979. The reason for this election is the fact that our last GS-14 to GS-15 promotions were on 7 May 1978 and we do not deem it advisable to delay

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FY-1979 promotions until 9 September 1979 which would create a sixteen month gap between promotions. For FY-1980 and beyond, annual promotions in September will be planned.

4. We must request one exception to provisions of the Uniform Promotion System for FY-1979 only. The schedule provides for GS-12 to GS-13 promotions in December and June of each fiscal year. We would like to proceed with our present planning to make GS-12 to GS-13 promotions on 14 January 1979. The reasons for the requested exception are as follows:

a. Our FY-1979 GS-12 Evaluation Board has for some time been scheduled to be in session 6 November - 15 December 1978 with promotions to GS-13 on 14 January 1979 and our individual components are obtaining required fitness reports and planning their own evaluation meetings in accordance with this schedule. It is not possible to envision advancing the Directorate-wide Board's schedule in order to have promotions effective on 3 December 1978 because our GS-11 Evaluation Board is to meet during the period 18 September - 20 October 1978. Both of these boards utilize the same limited room space and both are assisted by the same small group of supporting personnel of our Career Management Staff.

b. We do not believe it advisable to delay promotions GS-12 to GS-13 until 3 June 1979 as required by the Uniform Promotion System schedule's semi-annual option because this would create a gap of approximately fifteen months between them and the FY-1978 GS-12 to GS-13 promotions which were effective on 12 March 1978. Another consideration making it inadvisable to delay until June 1979 is the fact that our FY-1978 promotions to GS-13 were delayed for approximately two months creating a gap of approximately fourteen months between them and those for FY-1977. The FY-1978 delay resulted from a decision by the previous Deputy Director for Operations that no promotions should be announced too soon after employees involved in the FY-1978 DDO Personnel Reduction Exercise had received their individual surplus personnel designation notifications. Such notifications were delivered the first week in November 1977. The GS-12 Evaluation Board commenced its deliberations on 7 November and ended on 16 December 1977. Promotions to GS-13 should, therefore, have been effective on 1 January, or at least by 15 January 1978 and would have if the decision to delay them had not been made.

5. On the basis of the information presented in paragraph 4 above, it is requested that the Operations Directorate be granted a one-time exception to the Uniform Promotion System

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schedule to allow for promotions GS-12 to GS-13 on 14 January 1979. For FY-1980 and later years our schedule will provide for GS-12 to GS-13 promotions in December of each fiscal year in compliance with the Agency-wide schedule. A chart reflecting DDO promotions for FY-1979 and for later years, including the requested FY-1979 exception, is attached.

John H. Stein

Attachment
as stated

DDO PROMOTION OPTIONS
UNDER UNIFORM PROMOTION SYSTEM

<u>GRADE</u>	<u>PROMOTIONS IN FY-1979</u>	<u>PROMOTIONS IN FY-1980 (OR LATER)</u>
GS-16 & 17	January & July 1979	January & July
GS-15	January & July 1979	January & July
GS-14	March & September 1979	September
GS-13	November 1978	November
GS-12	January 1979*	December
GS-11	January 1979	January
GS-10	February 1979	February
GS-09	February 1979	February
GS-08	May 1979	May
GS-07	May 1979	May
GS-06	December 1978 & June 1979	December & June
GS-05 & Below	Any Pay Period	Any Pay Period

* Requested exception to Uniform Promotion System schedule.